Michigan Online Educator Certification System

Michigan Department of Education

Confirmation Message

Submission of your application to the Michigan Department of Education does not authorize you to be placed in an assignment in a Michigan school. You must have a valid Michigan certificate, substitute permit, or annual authorization to teach in Michigan's K-12 schools. If it appears you may need a substitute permit, to begin or continue your employment, contact your school district immediately to discuss your options.

Your application number is: 545331

Your application for a Michigan School Counselor License cannot be reviewed until the fee is paid and all application documents are received.

Action Step 1: Click the "Home" button in the left navigation menu within your MOECS account to pay the $210.00 **non-refundable** application fee. Or use this link:
https://mdoe.state.mi.us/MOECS/MakePayment.aspx?Authkey=YUUvMHhrdW1jNnFYQnQwQ1lSaXBlZz090

Action Step 2: Click the "Home" button in the left navigation menu within your MOECS account to:

- Print the MOECS generated Cover Letter. Click the button labeled "Print Cover Letter" at the top of the screen.
- The Cover Letter provides a list of required application documents and must accompany documents you personally send for review. The mailing address is located at the bottom of the document.
- A Cover Letter is not needed for documents sent on your behalf, e.g., transcripts sent directly from a college/university.
- If you do not provide all documents required to support your application within 2 years from the date of payment, the system will delete your application and you will be required to reapply and pay another $210.00 **non-refundable** application processing fee.

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